

Modern DCPDS Tips and Tricks

Printing a Request For Personnel Action (RPA) and/or Notification of Personnel Action (NPAs)

The basic steps outlined below will apply to printing both RPAs and NPAs. The specific examples presented in this article deal with printing NPAs.

Select the Responsibility that corresponds to your Supervisory View (or Hat) (e.g. SUPV ARPCEVRA011001)

Select ***Processes and Reports***
Submit Processes and Reports

Submit Requests

Type: **Request** Name:
Parameters:

Print Options

Copies:
Style:
Printer: ☒ Save Output

Run Options

Resubmit: **Never**
To Start: **06-JAN-2000 14:18:17** End Resubmission:

Submit

Submission History

Type	Name	Parameters	Request ID

Click in the **Name** block

Click the **LOV** icon

Select **Batch Print Notification of Personnel Action**

Reports

Find

Name	Applicatio
CAO Batch Process	CIVDODH
CAO/Transfer SF50 (Notification Of Personnel Action)	CIVDODH
Deliver Output Products	CIVDODH
Extract HR for Payroll Recon	CIVDODH
Extract T&A for Payroll Recon	CIVDODH
Payroll Reject (PAYNEW)	CIVDODH
RECON Individual Mismatch Report	CIVDODH
RECON Organization Data Mismatch Report	CIVDODH
RECON Statistical Recap Report	CIVDODH
RECON T&A Data Mismatch Report	CIVDODH
RECON T&A Statistical Recap Report	CIVDODH
RECON on Payroll not on Personnel	CIVDODH
RECON on Personnel not on Payroll	CIVDODH
SF-52 Tracking Actions	CIVDODH
Suspense Concurrent Program List	CIVDODH
Suspense Concurrent Program by Name List	CIVDODH
Bulk Compile Formulas	Oracle Fa
AA/EEO Breakdown Report	Oracle G
Batch Print Notification of Personnel Action	Oracle G
CPDF Dynamics Report	Oracle G

Find OK Cancel

Click **OK**

Parameters

Employee Name

NOA Code Pay Adj

POL U.S. Army Alaska [2211]

Organization

From Effective Date

To Effective Date

Reprint Printed SF50s

Print Page

Clear Cancel OK

In the Parameters Window:

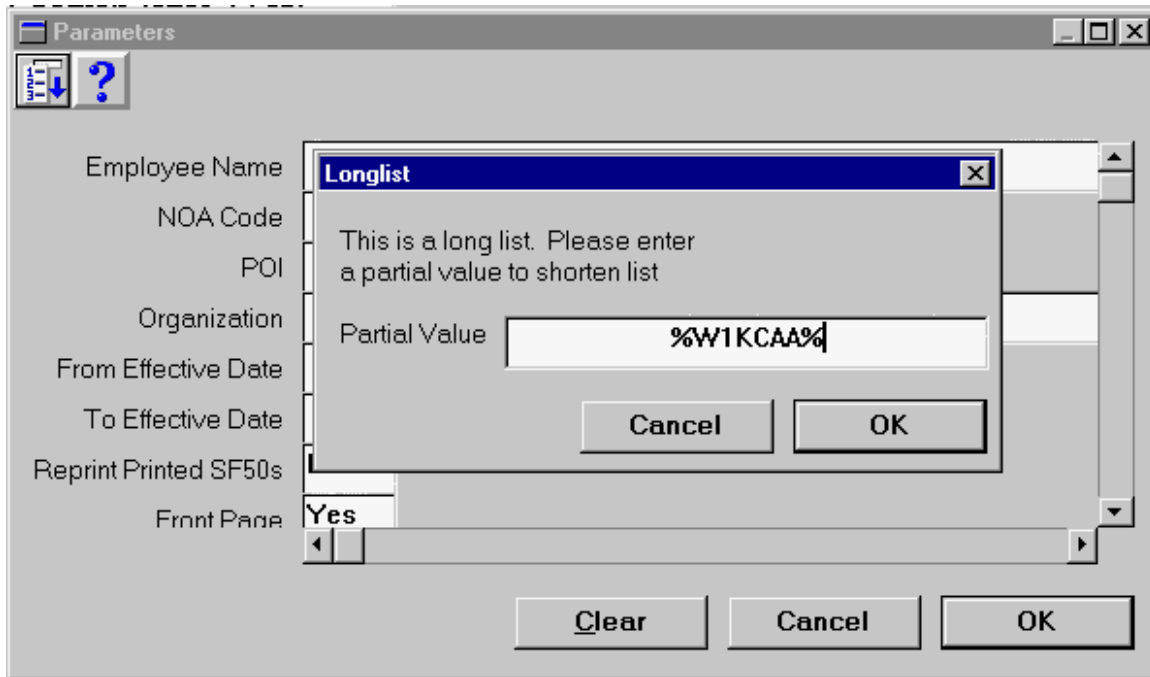
Enter **894** in the NOA Code block (to select Pay Adjustment NPAs).

NOTE: If you want to select NPAs (with various NOA Codes) over a range of dates this field can be left blank.

Enter **2211** in the **POI** block
Click in the **Organization** block

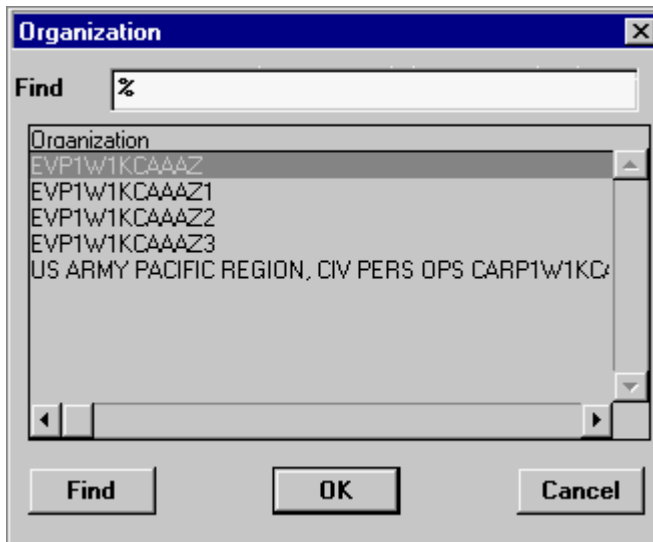
Click the **LOV**  icon

Enter %UIC% as the partial value in the Long List Window (where UIC is the your Organizations Primary UIC (e.g. W4UJAA for U.S. ARMY GARRISON - ALASKA))



The image shows a 'Parameters' dialog box with a 'Longlist' sub-window open. The 'Longlist' window contains the text 'This is a long list. Please enter a partial value to shorten list' and a 'Partial Value' field with the text '%W1KCAA%'. There are 'Cancel' and 'OK' buttons in the 'Longlist' window. The 'Parameters' dialog box has a 'Front Page' button set to 'Yes' and 'Clear', 'Cancel', and 'OK' buttons at the bottom.

Click **OK**



The image shows an 'Organization' dialog box. It has a 'Find' field with the text '%'. Below the 'Find' field is a list of organizations: 'EVP1W1KCAAAZ', 'EVP1W1KCAAAZ1', 'EVP1W1KCAAAZ2', 'EVP1W1KCAAAZ3', and 'US ARMY PACIFIC REGION, CIV PERS OPS CARP1W1KCA'. There are 'Find', 'OK', and 'Cancel' buttons at the bottom.

Select (highlight) the **clear text Organization name** (in the above example 'US ARMY PACIFIC REGION.....')

Click **OK**

Enter a **From Effective Date** (e.g. 01-NOV-1999)

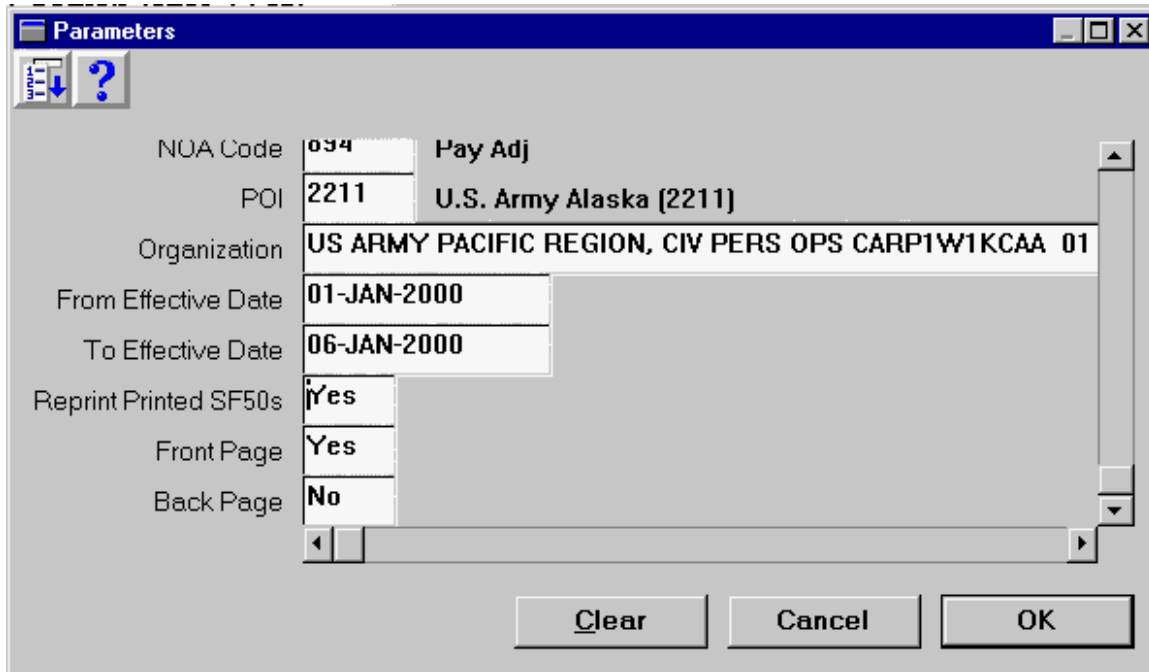
Enter a **To Effective Date** (e.g. 07-DEC-1999)

If you want to reprint SF50s that have already been printed

Enter **Yes** in the **Reprint Printed SF50s** block

If you want to print both Front and Back

Enter **Yes** in the **Back Page Block** (Front Page Block defaults to **Yes**)



The Parameters dialog box contains the following fields and values:

NOA Code	034	Pay Adj	
POI	2211	U.S. Army Alaska [2211]	
Organization	US ARMY PACIFIC REGION, CIV PERS OPS CARP1W1KCAA 01		
From Effective Date	01-JAN-2000		
To Effective Date	06-JAN-2000		
Reprint Printed SF50s	Yes		
Front Page	Yes		
Back Page	No		

Buttons: Clear, Cancel, OK

Click **OK**

In the Print Options section of the Submit Requests screen



The Print Options section contains the following fields and values:


Copies	0
Style	CIV, portrait, letter, 12 cpi
Printer	0default_prn

Save Output: ☒

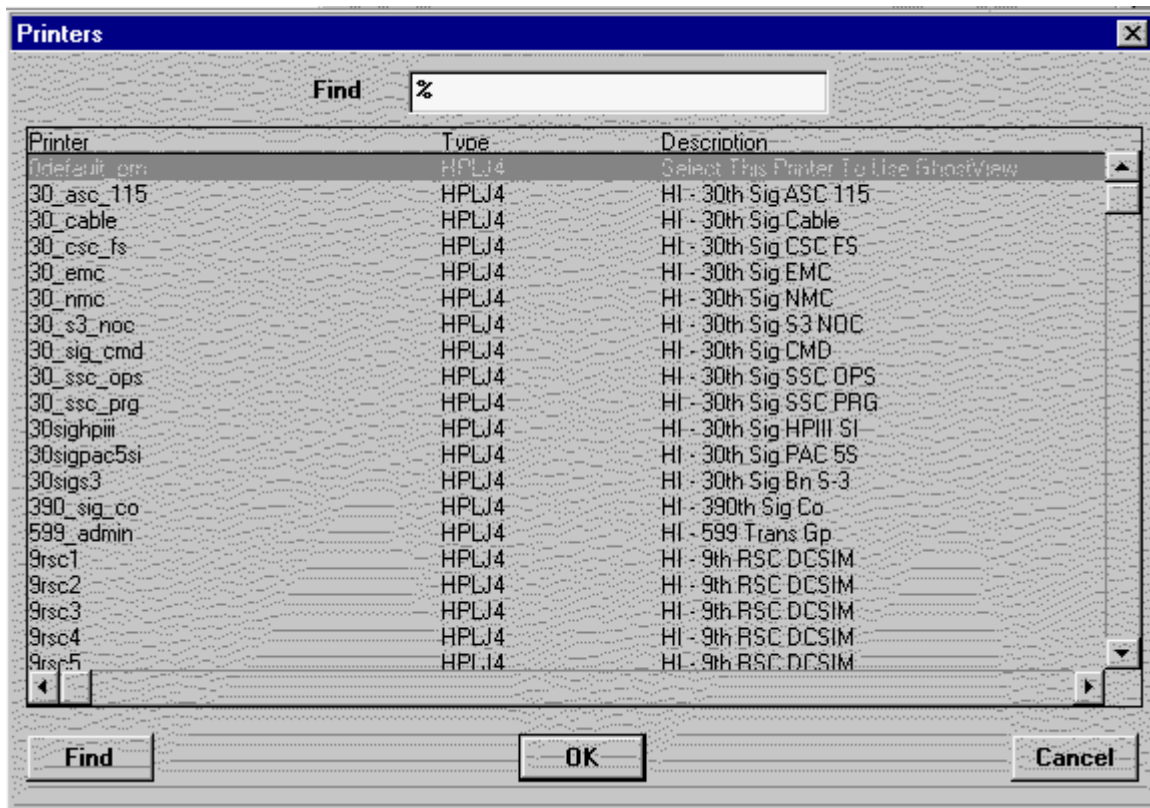
Copies **1** if your organization has a '**Registered**' IP printer

Copies **0** if you will be using GhostView to print your NPAs

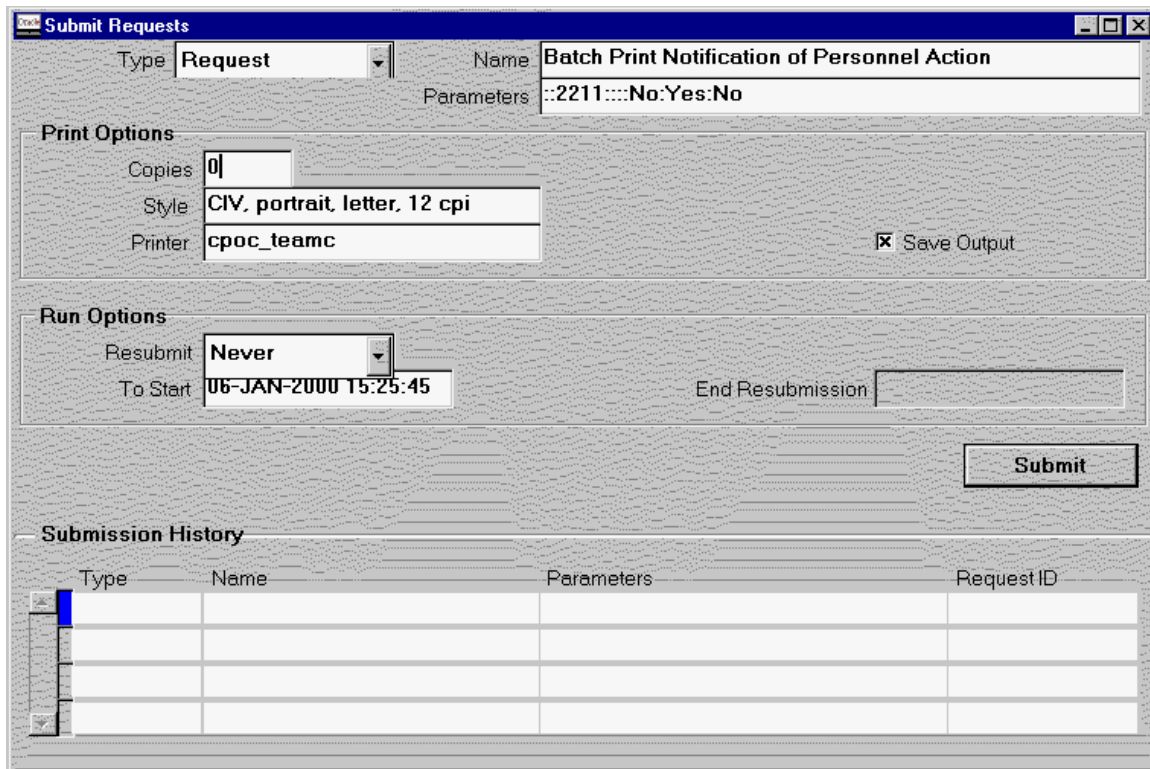
Style **CIV, portrait, letter, 12 cpi** (*this is the default - should not have to change this*)

Printer Click in the Printer block, then click on the **LOV** icon  to get a list of available printers so that you can select your printer.

NOTE: You may use the first printer on the list (**0default_prn**) to access and print using Ghostview.



Click **OK** when you have highlighted the printer you want to use



Click on **Submit**

Pay particular attention to the system assigned **Request ID** for the process (bottom left of the Submit Requests screen) you just submitted. This number will be the one that identifies this same request in the Requests window.

Click on **Help, View My Requests** to get to the Request window

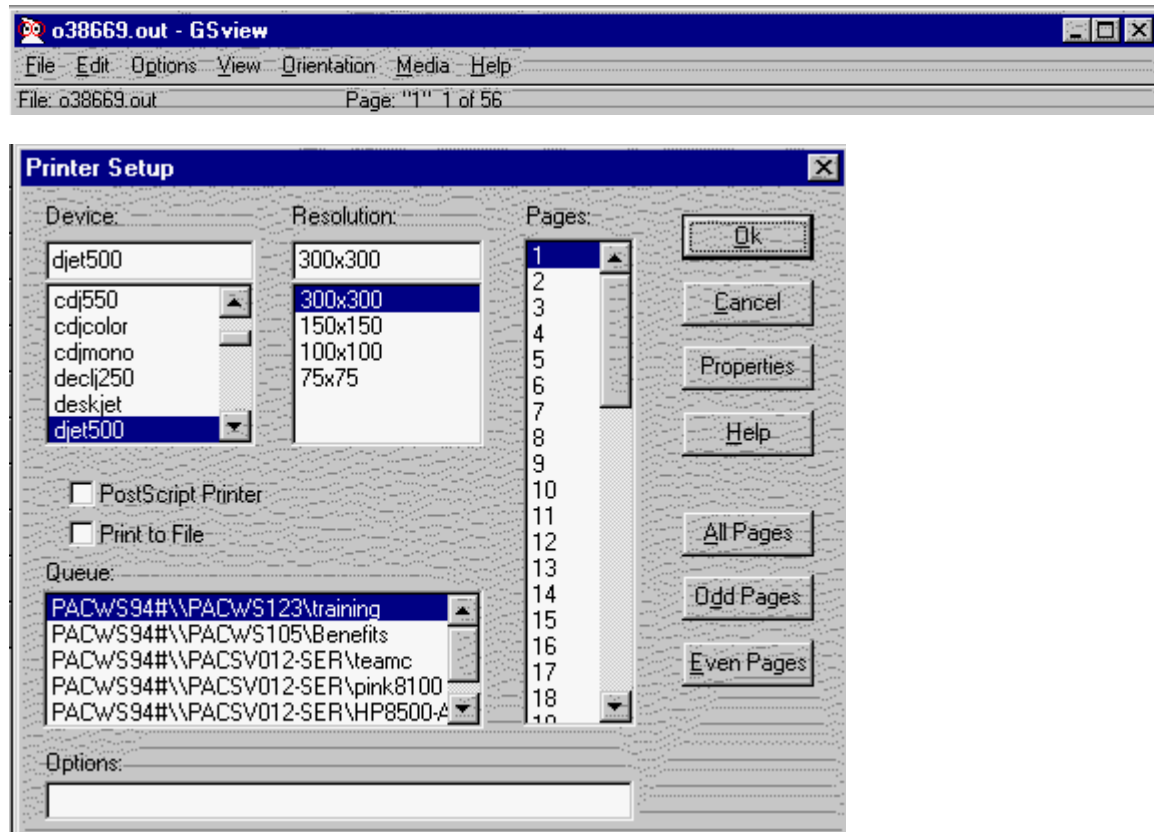
Your process should be either Pending, Running or Completed (*press F8 to refresh the screen*)

Once your process is completed

Click the **Report** button  at the bottom of the screen to view your SF50s using GhostView.

You can view and print (or reprint) the NPAs using GhostView as required.

Click on **File, Print** to bring up the Printer Setup window within GhostView.



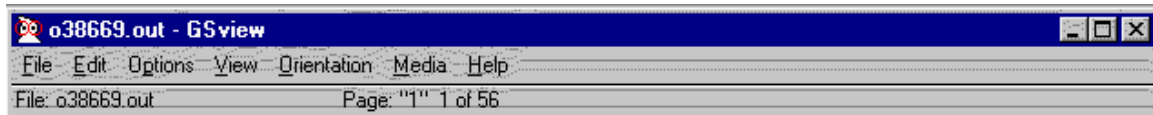
Select the local printer that you want to print on.

Click the **All Pages** button to print every page in the batch job

Select an individual page for printing by clicking on the page number.

Select multiple random pages by pressing the **Ctrl** key and clicking on the page numbers you want to print

Select a range of pages by clicking on the starting page number, pressing the **Shift** key and clicking on the ending page number



Click on **File**, **E**xit to close Ghostview